

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Financial Management Specialist Series/Grade: GS-0501-12	Announcement No: ETA 04-051
	Opening Date: March 29, 2004
	Closing Date: April 7, 2004
Salary Range: \$60,638 - \$78,826 (includes locality pay of 14.63%)	Number of Vacancies: Two (2)
	Bargaining Unit: Inside
Organizational/Geographic Location: Employment & Training Administration Office of Financial and Administrative Management Office of Financial and Administrative Services Operations Unit	Promotion Potential: No
	Civil Service Status Required: Yes
	Temporary Position: No
	Part-time Position: No
Duty Station: Washington, DC	Area of Consideration: DOL-Wide (Status) Candidates throughout the Wash, DC. Metro Area

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://wdsc.doleta.gov/jobs/>

Position Duties and Responsibilities: This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of Financial and Administrative Management (OFAM), Office of Financial and Administrative Services (OFAS), Operations Unit. The Office of Financial Systems and Services has a broad range of responsibilities, including fund control for all ETA financial resources, processing payments to grantees, contractors, and other providers of goods and services, collecting debts, closing grants and contracts, compiling ETA information to be included in Department's financial statements, and assuring that ETA complies with the requirements of the Chief Financial Officers Act (CFOA), and related Federal statutes, regulations and requirements. The incumbent's specific duties include, but are not limited to the following: <ul style="list-style-type: none"> Assists in the administering of payment provisions for contracts, grants, cooperative agreements and all S&E liabilities that are funded in the National Office, thereby insuring sound financial and grant management practices in ETA programs. Monitors the recording of applicable Federal payment activity in the Department of Labor's Accounting and Related Systems (DOLAR\$) and the Department of Health and Human Services' Payments Management System (HHS-PMS) Provides advice and assistance through proper channels to program managers, contractors, grantees and staff personnel on Federal payments and on settlements resulting from close-out of expired grants and contracts. Provides leadership, feedback, and technical assistance to the program managers, contractors, grantees, GOTRs/COTRs and Regional Offices for payments made via the DOLAR\$ and electronic fund transfers through the Payments Management System (PMS).
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Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

Applicant must have one year (52 weeks) of specialized experience equivalent to the GS-11 grade level in the Federal service, which is in or directly related to the position, such as knowledge of accounting and auditing skills, which has equipped the applicants with the particular knowledge, skills and abilities to successfully perform the duties of the position. Applicants must also meet time-in-grade requirements.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTOR LISTED BELOW.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Knowledge of financial management, fiscal and accounting theories, concepts, principles and procedures, and Generally Accepted Accounting Principles and Generally Accepted Accounting Standards (GAAP/GAAS). (H)
2. Demonstrated knowledge of Office of Management and Budget (OMB) and U.S. Department of Treasury policies, directives, and regulations governing Federal payments to grantees and contractors. (H)
3. Ability to review, analyze and evaluate automated and/or manual accounting and financial management systems. (H)
4. Ability to communicate both orally and in writing to develop guidance, procedures, memoranda and instructions. (H)
5. Ability to establish and maintain effective working relations in order to lead and fulfill goals of the Department. (H)

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which

training was received.

- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

<p>The following material is required if checked:</p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal <u>or</u> a statement with reasons why you do not have a supervisory appraisal is required for all applicants.</p> <p><input checked="" type="checkbox"/> SF-50, Notification of Personnel Action <u>to confirm status</u></p> <p><input type="checkbox"/> -- College transcript</p>	<p><i>Mail your application to, or secure forms or information from:</i></p> <p>U.S. Department of Labor Employment and Training Administration Office of Human Resources 200 Constitution Avenue, NW, Room N-4656 Washington, DC 20210 Attn: Shelley DeCrane Commercial: (202) 693-3397 Fax: (202) 693-3734 TTY: (202) 693-3924</p> <p>The area of consideration for this announcement has been limited to <u>DOL-Wide (Status) Candidates – Wash, DC Metropolitan Area</u></p> <p>This position is inside the bargaining unit.</p> <p>An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete <u>application must be in the Office of Human Resources or postmarked by the closing date of this announcement.</u></p>
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ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.